



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

SEP 14 2022

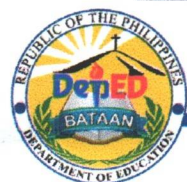
**DIVISION MEMORANDUM**  
No. 364, s. 2022

**CONDUCT OF ELECTIONS OF THE SCHOOL, DISTRICT/MUNICIPAL AND  
DIVISION/PROVINCIAL FEDERATED PARENT-TEACHER  
ASSOCIATIONS FOR SY 2022-2023**

To: Assistant Schools Division Superintendent  
Chiefs of Division, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to **DepEd Order No. 13, s. 2021** entitled "*Omnibus Guidelines on the Regulation of Operations of Parent-Teacher Associations*", the Parent-Teacher Associations elections are as follows:

Level	Election Timeline	Set of Officers
Homeroom PTA (HPTA)	Within 30 calendar days from the first day of classes  ➤ Within August 22, 2022 – September 20, 2022  (as per Article II Section 10.4 (Election Timeline))	1. President 2. Vice President 3. Secretary 4. Treasurer 5. Auditor 6. Other positions it may deem necessary by a majority vote of those present during the election
Grade Level PTA (GrPTA)	Within 30 calendar days from the first day of classes  ➤ Within August 22, 2022 – September 20, 2022  (as per Article II Section 10.4 (Election Timeline))	<b>GrPTA Council of Representatives</b>  All presidents of the HPTA of such grade level
School PTA (SPTA)	Within 30 calendar days from the first day of classes  ➤ Within August 22, 2022 – September 20, 2022  (as per Article II Section 10.4 (Election Timeline))	<b>SPTA – BOD Officers</b> 1. Chairperson 2. Vice-Chairperson 3. Secretary 4. Treasurer  <b>SPTA-Executive Committee (EXECOM) Officers</b>



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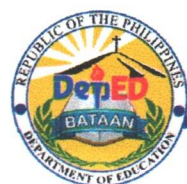


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		<p>President, Vice President, and Secretary of the SPTA-EXECOM</p> <p>2. The BOD shall appoint a Collection and Disbursing Officer from among its members present during the Election</p> <p>3. In the case of integrated schools, additional officers (e.g. Business Manager, and Auditor may be appointed from among the SPTA members through a Board Resolution, as it may deem necessary or as may be provided by its by-laws.</p>
Federated PTA (FPTA) in Municipal Level	<p>Within 60 calendar days from the first day of classes</p> <p>➤ Within August 22, 2022 – October 21, 2022</p> <p><i>(as per Article IV Section 16 and 17)</i></p>	<p>All duly <b>elected School PTA BOD Chairpersons</b> of all public elementary and secondary schools <b>within the municipality</b> shall compose the <b>Municipal FPTA</b></p> <p>5-15 Board of Directors shall be elected, depending on the number of SPTA BOD Chairpersons in the municipality.</p> <p>The Municipal FPTA-BOD shall elect a set of officers which shall comprise of the following:</p> <ol style="list-style-type: none"><li>1. Chairperson</li><li>2. Vice Chairperson</li><li>3. Secretary</li><li>4. Treasurer</li></ol>
Federated PTA (FPTA) in Provincial Level	<p>Within 75 calendar days from the first day of classes</p> <p>➤ Within August 22, 2022 – November 5, 2022</p> <p><i>(as per Article IV Section 16 and 17)</i></p>	<p>All duly <b>elected Municipal PTA Chairpersons</b> within the province shall compose the Provincial FPTA.</p> <p>5-15 Board of Directors shall be elected, depending on the number of SPTA BOD Chairpersons in the province.</p> <p>The Provincial FPTA-BOD shall elect a set of officers which shall comprise of the following:</p> <ol style="list-style-type: none"><li>1. Chairperson</li><li>2. Vice Chairperson</li><li>3. Secretary</li><li>4. Treasurer</li></ol>



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2. Based on **Article II Section 11.2 of DO No. 13, s. 2022**, the composition of SPTA-BODs in the **Public Basic Education Schools** shall be as follows:

Type of School	Number of SPTA-BOD Members	
	If Kindergarten Level is Offered	If Kindergarten Level is <b>Not</b> Offered
1. Primary School (Kindergarten to Grade 3 or Grade 1 to Grade 3 only)	Five (5) members: ➤ Four (4) parent/guardian members ➤ One (1) teacher-representative	Four (4) members: ➤ Three (3) parent/guardian members ➤ One (1) teacher-representative
2. Elementary School	Nine (9) members: ➤ Seven (7) parent/guardian members ➤ Two (2) teacher-representative	Nine (9) members: ➤ Six (6) parent/guardian members ➤ Three (3) teacher-representative
3. Integrated School (Elementary to Junior High School only)	Fifteen (15) members: ➤ Eleven (11) parent/guardian members ➤ Four (4) teacher-representatives	Fifteen (15) members: ➤ Ten (10) parent/guardian members ➤ Five (5) teacher-representatives
4. Integrated School (Elementary to Senior High School)	Seventeen (17) members: ➤ Thirteen (13) parent/guardian members ➤ Four (4) teacher-representatives	Seventeen (17) members: ➤ Twelve (12) parent/guardian members ➤ Five (5) teacher-representatives
5. Junior High School only	Not applicable	Six (6) members ➤ Four (4) parent/guardian members ➤ Two (2) teacher-representatives
6. Junior to Senior High School	Not applicable	Nine (9) members: ➤ Six (6) parent/guardian members ➤ Three (3) teacher-representatives
7. Stand-Alone Senior High School	Not applicable	Six (6) members: ➤ Two (2) GrPTA representatives ➤ Two (2) alternate GrPTA representatives



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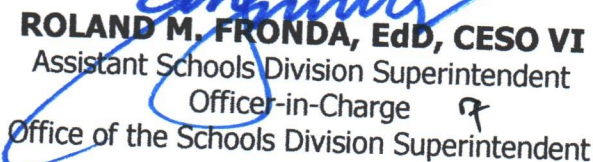
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➤ Two (2) teacher-representatives

3. Schools and Districts are advised to hold PTA elections through physical election (face-to-face), remote communication (online and offline), and hybrid communication (combination of physical and remote communication modalities) following the election procedures as provided in Article 4 Section 17.2 of DepEd Order No. 13, s. 2022.
4. Elementary and Secondary School Heads shall submit the List of School Parent-Teacher Association-BOD (SPTA BOD) and SPTA-EXECOM for School Year 2022-2023 and report on the conduct of the Homeroom PTA and School PTA-BOD election **on or before September 21, 2022**, through [socmob.bataan@deped.gov.ph](mailto:socmob.bataan@deped.gov.ph).
5. School Heads are advised to revisit DepEd Order no. 13, s. 2021.
6. The Public Schools District Supervisors shall facilitate the Municipal Federated PTA. They shall provide the venue and logistic support, observe the election timeline, and shall not interfere with the conduct of the elections. **No District PTA Federation President** shall be elected for municipalities with more than 2 schools district offices.
7. The SDO – Annexes shall submit the list of Municipal Federated PTA-BOD Officers for School Year 2022 – 2023 **on or before October 21, 2022**, through [socmob.bataan@deped.gov.ph](mailto:socmob.bataan@deped.gov.ph).
8. Immediate dissemination of this memorandum is desired.

  
**ROLAND M. FRONDA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

SO9  
September 11, 2022



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